Using Contact Attributes to record notes

Attributes are a great place to track information traits of an individual, such as skills, strengths, interests, spiritual gifts, or anything else you need to know that's not captured elsewhere in MP.

Another use for Contact Attributes is to track general notes.

To create a Parish Note

1. Open the person's contact record.
2. Click their **Attributes** link.
3. Click the **New Contact Attribute** button.
4. Type ***parish** in the Attribute field and select **Parish Notes | Parish Notes.**
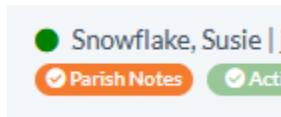5. Enter your notes in the large **Notes** field.

Once a "Parish Note" has been recorded for a contact, an Orange "Parish Notes" pill will appear at the top of their contact screen.   That pill is your queue to click their Attributes link to read the note.

General notes about Contact Attributes

- Contact Attributes are connected to a person's contact record.
- Contact Attributes move with him/her moved to a new parish.
- While a person is in your parish, only users of your parish can read a contact's Contact Attributes
- We understand there is quite a lot of garbage in Contact Attributes.   Several extraneous contact attributes were created as a result of the conversion process.   We are cleaning up Contact Attributes weekly.
    - In the meantime, click the "Start Date" heading to sort Contact attributes so the newest one floats to the top.